



Siena Catholic Primary School

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Siena Catholic Primary School



Information Booklet 2020



Through learning we flourish

Vision Statement

*With Jesus in our heart,
and in the spirit of
St Catherine of Siena,
we aspire to be a community
of love and courage where
learning and harmony flourish.*



ATTENDANCE

Absenteeism: Children are expected to attend school every day unless they have a reasonable excuse. A reasonable excuse is defined as being prevented from attending school because of illness, accident, an unforeseen event or an unavoidable cause. It is important that we encourage good attendance at all times. If a child is absent, we are required by law to have written evidence of the reason. A phone call or email to the school office is also appreciated or you can enter the absence via PAM as a "Parent Notified Absence" the morning of the absence.

Family Holidays: We believe that every lesson, every day, every week contributes to your child's success or otherwise at primary school. Attendance is important for both academic and social reasons. We also understand that some families are unable to schedule their holidays during school holiday times. Whilst it is a parental decision to remove your child from school during the term, we would encourage parents to think carefully about what the impact of this will be on your child's learning.

Some people believe that while children are in the younger classes, a few days away will not make a great deal of difference. However, this is very far from true – it is in those early years that all the building blocks of future learning are put in place and thus regular attendance and adherence to classroom routines etc. is very important.

It is not possible or appropriate for teachers to plan too far ahead of time what learning will be happening in your child's absence and so they cannot provide you with specific materials to take on holidays with you.

ARRIVING & DEPARTING

Arriving: It is very important that your child arrives in time to get settled in and organised before lessons begin at 8.45am each day. The classrooms are open from 8.30am each morning and the yard is supervised / gates open from 8.15am. Children should not arrive before this time.

Departing: School finishes at 3.15pm each day. Children should be collected by someone who has authority to do so, that is, the parents/carers and / or emergency contacts listed on the enrolment form. If a different person is collecting your child, written authorisation must be provided, or a telephone call made to the school office. If you are held up for any reason a phone call explaining this will avoid any upset or concern for your child.

School Start & Finish Times:

8.15am	Supervision begins / gates & office open
8.30am	Classrooms open
8.45am	Lessons begin
3.15pm	Dismissal / gate opens
3.30pm	Supervision ends/ gate closes

Parking: Please park in the diagonal parks provided in Eleanor Drive. Children will be supervised leaving the school and we request that parents leave their cars and escort their child out the gate safely. There is a large shaded area adjacent to the front door of the school for parents to wait until lessons have concluded and the children are dismissed, or the back-deck area is another sheltered space for parents to wait.

Late arrival: If your child is late for any reason they must be signed in at Reception on the iPad provided.

Early departure: If your child needs to leave school before dismissal time, it is important that you have advised the classroom teacher via SeeSaw and/or the school office of the time they will be collected, and who will be collecting them. The child will need to be signed out at Reception using the iPad provided.

Before / After School Care: Provided by the YMCA (Ph: 5329 3800) or Cherish (Ph: 4344 4109).

SCHOOL UNIFORM

All items of our school uniform are available through PSW who are located at 1013 Howitt St, Wendouree. Parents are asked to ensure that their children wear correct school uniform at all times. [Visit our website for our uniform breakdown and price list.](#)

Summer uniform is worn in Terms 1 and 4, and Winter uniform in Terms 2 and 3. However, should the weather be particularly cold in Summer or warm in Winter then we allow children to wear the uniform that is most appropriate to the conditions. We do request that the complete Summer / Winter uniform is worn rather than bits of one with the other, for example, we do not allow Winter tights to be worn with the Summer dress.

BEHAVIOUR MANAGEMENT



In 2020, Siena Catholic PS will continue to be involved in the School Wide Positive Behaviour Program. This program is an evidence-based framework for preventing and responding to student behaviour. It aims to create a positive school climate, a culture of student competence and an open, responsive management system for all school community members. It includes analysis of data by staff in professional learning teams, implementation of evidence based practices and organisational systems for establishing safe, purposeful and inclusive school and classroom learning environments while providing the individual behaviour and learning supports needed to achieve academic and social success for all students.

Our code of conduct has been developed using the following commitments:

BE SAFE - **BE RESPECTFUL** - **BE RESPONSIBLE**

Bullying of any kind will not be tolerated at Siena, and any concerns any member of the school community may have about issues of bullying should be reported immediately to the Principal or a member of the Leadership Team.

COMMUNICATION

Talking to Teachers: We appreciate the opportunity to develop good working relationships with you. Teachers are always willing to welcome you into their classrooms before school, so that your child can show you their work, or you can catch up informally with the teacher. If, however, you have an important issue to discuss it is best to make an appointment so that this can be done confidentially. Please speak directly with the classroom teacher, or you are welcome to phone us and request that a time be arranged that is mutually convenient for you and the teacher. If you have concerns about your child's progress please don't hesitate to get in touch with us. Parents are also welcome to communicate with teachers via the Seesaw App.

PAM via SIMON Everywhere App: We aim to provide a comprehensive guide to what is going on in the school via the SIMON Everywhere App. We do encourage all families to keep abreast of what is happening by regularly reading the Daily Messages, Calendar, Knowledge Banks and School Links. School events are also listed on the School Calendar. The SIMON Everywhere App allows us to send Alerts and Push Notifications as required.

PAM (Parent Access Module) via SIMON Everywhere Mobile App

PAM is the Parent Access Module we use to communicate information with you. It has many functions, such as:

- Booking a Parent Teacher Interview
- Accessing Student Reports (both current and previous Siena Reports)
- Creating and updating your child's medical profile/information
- Excursion Permission
- Entering a Parent Notified Absence i.e. illness, holiday, arriving late

You will be provided with a specific "Username" and "Password" which you will need to keep in a safe place in order to log on to PAM via the SIMON Everywhere Mobile App. You will be provided with an instructional flyer.

ENROLMENTS

Enrolments for Foundation (Prep) classes open in February and close in April. Information is available on the school's webpage www.slucas.catholic.edu.au or the Catholic Education Office webpage www.ceoballarat.catholic.edu.au.

Contact Details: It is important that we always have the current contact information for you, and your emergency contacts. Please advise us if there are any changes to your details.

Custody & Court Orders: If your child/ren are subject to a court order of any kind, a copy of this information must be provided to the school. Please discuss with school staff any specific custody and access arrangements in place. It is the parent's responsibility to provide information about any changes to court orders.

CURRICULUM, ASSESSMENT & REPORTING

Curriculum: At Siena Catholic PS we are mandated to follow the AusVELS curriculum developed by the Victorian Curriculum and Assessment Authority. As a Catholic school, we also implement the *Awakenings* Religious Education program.

Assessment: Teachers will assess children's progress on an ongoing basis to ensure that the teaching of your child is directed to their needs. Results of assessments will be communicated regularly to parents via the SeeSaw App so that results published in reports won't be a surprise to you.

Reporting: In June and December, parents will also receive a report of the scores achieved by their child/ren in the subject areas taught in that semester. In March and September, teachers make themselves available for Parent / Teacher interviews so that you can discuss your child's progress.

Excursions & Camps: As these are organised as part of your child's Curriculum, we do expect that all children will be attending. Costs for camps and excursions are based on this expectation. It is therefore essential that you speak with us as early in the planning process as possible if your child will not be participating. As with any school activity, a reasonable excuse would need to be provided as to why your child is not participating.

Permission Notes: These are distributed for excursions and some other activities at school. They are required for legal reasons and must be returned through PAM before the excursion or activity takes place. Should a permission note not be returned by the requested time, that student may not be included in the excursion or activity.

Intervention & Assistance: We have procedures in place to ensure that any child who is deemed to be at risk in achieving the Literacy and Numeracy outcomes for their age level are assisted in whatever way we can. This is always done in partnership with you, the parents. Please talk with us if you feel your child is not coping as you would expect or hope.

FEES & LEVIES

Siena Catholic PS, like all Catholic schools, receives funding from both the State and Federal Governments as well as the income provided by your fees and levies. A Family Fee Relief Scheme is available for any families experiencing hardship in meeting their financial obligations. The State Government also provide a special payment to Health Care Card holders to assist in the payment of levies for Camps, Sports and Excursions. Information about the CSEF is available on the school website, or from the school office.

Please contact the Principal or Gen if you have any concerns or questions about fees and levies. In 2020 our annual fee charges are:

School Fees	\$1055 per family
Capital Fees	\$345 per family
Student Levy	\$160 per student
Excursion Levy	\$120 per student
Technology Levy	\$80 pa per student in Years 3-6
Years 3/4 Camp	\$275 per student
Years 5/6 Camp	\$330 per student

***Eg: 1 child = \$1,680 / 2 children = \$1,960 / 3 children = \$2,240
(plus an extra \$355 per student in Yrs 3-4 for tech levy & camp fee;
plus an extra \$410 per student in Yrs 5-6 for tech levy & camp fee)***

HOMEWORK

Currently our Homework Policy states that we believe that children should have a healthy balance of work, exercise, recreation and sleep in their lives. Therefore, the only homework we provide is to encourage all the children to read regularly. Children in the Junior classes record their reading in a Reading Diary.

FOOD

All children are encouraged to have a healthy breakfast before coming to school, as we know that their ability to learn effectively is impacted by this. Children are discouraged from sharing food to minimise the risk to children who have allergies or intolerances to certain foods. Children are encouraged to bring uneaten food home so that you know how much they are eating.

Fruit Breaks: During the day children are permitted to have fruit breaks so it is useful to pack them 1 to 2 pieces of fruit daily.

Nude Food: To promote sustainability and reduce our waste we encourage nude food, that is, food that is not packaged with disposable wrapping. Putting pieces of fruit, sandwiches and small snacks in reusable containers is helpful in minimising our impact on the environment.

Lunch Orders: Lunch orders are available once a week. A local catering company collects orders and payment via an online service, and delivers the lunch orders on Friday. Details are on our webpage under 'Parent Info'.



HEALTH

Asthma & Anaphylaxis: Children who experience either of these conditions require a management plan prepared by their doctor. These plans should be provided to the school along with required medication, i.e. EpiPen, inhaler, etc. A risk management plan for each child is then developed by staff to ensure their safety during all school activities.

First Aid: All staff at Siena Catholic PS are trained in the management of Anaphylaxis, asthma, CPR and general First Aid. If your child is injured or unwell at school you will receive written notification of steps taken to care for them. If they receive a head injury of any kind a phone call will be made to parents to alert them to this. Children who are too unwell to remain at school will be cared for in the sick bay until a parent can be contacted to collect them.

Medication: For a child who requires medication during school hours the following procedures must be followed:

- Medication is current, in its original container with the original label, and has been prescribed for that child. It must be stored in the school office – NEVER in a child's bag or lunch box.
- All details for administering the medication have been recorded and signed by the parent and given to the administration officer – forms available in the office.
- When the medication is given the staff member doing so will record the dose and time.



Illness & Infectious Diseases: If your child is unwell they should stay at home. Children who are infectious should never be sent to school, to protect the wellbeing of other members of the school community. Please make a phone call to the school office to let us know if your child is unwell. A list of infectious or communicable diseases and their relevant periods of exclusion is available at the school office.

Immunisation: All children enrolled in a Victorian school are required to have current immunisation, to prevent serious illness and protect your child and others. Copies of Immunisation Certificates should be given to the school office as part of the enrolment process.

Allergies: Information regarding any allergies your child may have should be recorded on the enrolment form. Please let us know if this information needs to be updated for your child at any time.

Head Lice: It is important to check your child's hair regularly for head lice, and to treat it immediately if detected. Children who have been treated are able to attend school but children with untreated head lice are excluded to protect others. If you have treated your child it is helpful to let the school office staff know. This information is, of course, confidential.

Bedtimes: School days can be tiring and long for many children. They will do their best learning if they have had a reasonable amount of sleep. Research suggests that a minimum of 10-12 hours is needed by most primary school age children if they are to function at their best the next day.



PARENT INVOLVEMENT

Parents are encouraged to participate in our regular Community Dialogues. At Siena we hold regular Community Dialogue Meetings once each term. Initially these meetings were used to consult with parents on issues such as our name, our motto, our logo and our uniform. We now have a number of smaller cluster groups so parents can contribute according to their interests and skills. These groups include:

- Environmental team
- Social / Wellbeing
- Fund raising
- Building & Policy reference group



Each group reports to the community at the Community Dialogue meetings.

SACRAMENTAL PROGRAMS



As a Catholic school, Siena encourages parents whose children have been Baptised to undertake preparation for the Sacraments of Reconciliation, Eucharist and Confirmation. This preparation is provided by the Parish Sacramental program. Details of this are always advertised on our school calendar. Further information is available from our Religious Education Leader or the Principal.

SAFETY

Code of Conduct: A copy of our Child Safety Code of Conduct is available on our website. We encourage all parents/carers to read this.

Child Safety: Siena Catholic PS is committed to providing a safe environment for all members of the school community. A number of policies related to Child Safety are available on our school website – www.slucas.catholic.edu.au.

Working With Children Checks (WWCC): Any adult in a position of responsibility at the school or involved in off-site activities organised by the school must have a current WWCC. Copies of these are kept in a register in the school office. Parents who would like to be involved in school activities are encouraged to apply for a WWCC and have a copy of it placed on the register so they can participate actively in the life of our school. All volunteers must also complete a Volunteer Application Form found on our website <http://www.slucas.catholic.edu.au/volunteering.html>.

Visitors: Must always sign in and out at the school office. This includes parents who may be attending the school to assist with an activity, and contractors who may be engaged in repairs, etc. If you need to drop something off for your child we suggest leaving it at the office so it can be delivered without disrupting the learning time.

Policies & Procedures: Our policies and procedures are updated regularly after consultation with the parent Building & Policy Reference Group. These, including a Complaints and Grievances Policy, can be found on our website or can be provided by the principal on request <http://www.slucas.catholic.edu.au/policies.html>.

SunSmart: Hats are worn during play breaks and outdoor activities from Father's Day (1st Sunday in September) until Mother's Day (2nd Sunday in May). Children are also encouraged to use sunscreen regularly and play in shaded areas.

Smoke Free Environment: In the interests of the school community's health and wellbeing Siena Catholic PS is a smoke free zone in all areas, both internal and external.



Photos: Photos cannot be taken of other members of the school community without their knowledge and consent. In the case of the children, it is their parents who must consent to their child being photographed. Please be mindful of this at school events.